Instructions for CSA Performance Measures Application

1) Close out of previous instances of Excel before clicking on "Performance Measures.xlsm"

2) Click on the "Enable Editing" button in yellow at the top of the screen.

3) When opening the file, only the Statewide data will be shown.

4) Definitions for each measure can be found by clicking the mouse in the box showing that measure.

5) Click to choose up to five localities to compare and press the Filter button. To clear the filter, press the Clear button.

6) Sorting [Optional]: Choose any one of the performance measures or locality in the "Sort by:" dropdown box and press the toggle button labeled Descending/Ascending to sort by that choice.

7) Save the worksheet to a new file [Optional]: Press the Browse button to save the worksheet to a new workbook. The default name is Performance Measures and the default Excel file type is .xlsx. You can change this name and/or the type of Excel file (.xls) in the Save As dialog box. Use caution as previous versions of the workbook with the same name will be automatically overwritten.

8) Print [Optional]: Press the Print Screen button to bring up Print Preview. Press Print to complete the printing.

9) Clear [Optional]: Press Clear Form to clear the entire form.

10) Press Exit to exit the user form and see only the results.

11) Press Restart to restart the application or close the workbook to exit the application. You will not be able to save the workbook once you exit the application.